

Evaluation of Classified Employees

Evaluation is an important tool to develop and retain skilled employees. It should be used to recognize employees that are performing well, to identify areas for growth and to provide employees with clear, explicit feedback about their performance. An agreed upon appraisal system lets employees know what is expected, what is recognized and rewarded, and what is unacceptable.

Characteristics of Good Evaluation Systems

Sound evaluation systems incorporate several key elements.

- **Reliable Data** – Good systems provide consistent, reliable and valid information about an employee's performance.
- **Job Related** – The data used to measure an employee's performance is be directly related to the work being performed.
- **Standardization** – Sound evaluation systems use appraisal forms, procedures and ratings that are standardized for employees doing similar work.
- **Manageable** – The system can be implemented by administrators and understood by all parties involved in the appraisal process.
- **Results are Shared** – Employees know how the system works and that they will receive timely feedback about their performance. Employees who disagree with the results have a process to challenge the appraisal.
- **Due Process** – Administrators follow the agreed upon process and there is a clear, viable process for employees to pursue disagreements.

Components of Classified Employee Evaluation

While there is no uniform approach or format to the evaluation of classified employees, there are patterns to the data that is collected and the abilities that are assessed.

- **Work Knowledge and Performance** – This area generally assesses the employee's knowledge and skill in their work area and the quality of that work. This section might assess knowledge of skills needed to perform the job, the quality of the performed work, employee attention to safety, following policies and procedures, and participation in appropriate training.
- **Personal Abilities** – In addition to knowledge and skills in a work area most evaluations include an assessment of personal characteristics and the employee's ability to work as a member of a team. Common topics include taking initiative, dependability, workplace demeanor and the employee's ability to work with others.

Most evaluation systems include a checklist with a rating scale. They generally include a location for open-ended comments by the evaluator, and signatures by the evaluator and employee. Some systems include identification of future goals.



Resources

Selected print and online resources about this topic are available on page 2.

Resources

Las Cruces, NM Classified Evaluation Forms

http://www.lcps.k12.nm.us/departments/human_resources/evaluations.shtml

Scroll down to the section on classified evaluation.

Eugene, OR School District 4J

http://www.4j.lane.edu/files/hr/4J_HR_clas_evaluation.pdf

This link opens the Classified Employee Evaluation Report.

Jefferson County, TN Schools

http://jc-schools.net/Forms/classified_evaluation.pdf

This link provides a checklist evaluation system for classified employees.

Haywood County, NC Schools

<http://www.haywood.k12.nc.us/resources/forms/>

The Classified Evaluation Form is located in the section under Staff Evaluations.

Jefferson County, KY School System

<http://www.jefferson.k12.ky.us/Departments/hsprincipals/evalclassifiedemp.html>

This site provides a sample job description and a Classified Performance Evaluation.

Mt. Diablo Unified School District, CA

<http://www.mdusd.org/personnel/Documents/PersonnelForms/Classified/Classified%20CST%20Perform%20Eval%20eform.pdf>

This link opens the Classified Personnel Performance Evaluation form.

Northshore School District, WA

<http://www.nsd.org/education/components/scrapbook/default.php?sectiondetailid=70692>

This site has a set of evaluation forms for classified employees. Each employee group (maintenance, bus driver, custodian) has a separate form.

Portland State University

<http://pdx.edu/hr/policies-contracts-forms>

Scroll down to the section on “Performance Evaluations” and you will find a Classified Employee Self-Evaluation Form and a Classified Employee Performance Evaluation Form.

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The Fine Print

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